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THE SOCIAL TWINS



ILLUSTRATIONS BY
MARGUERITE M. JONES

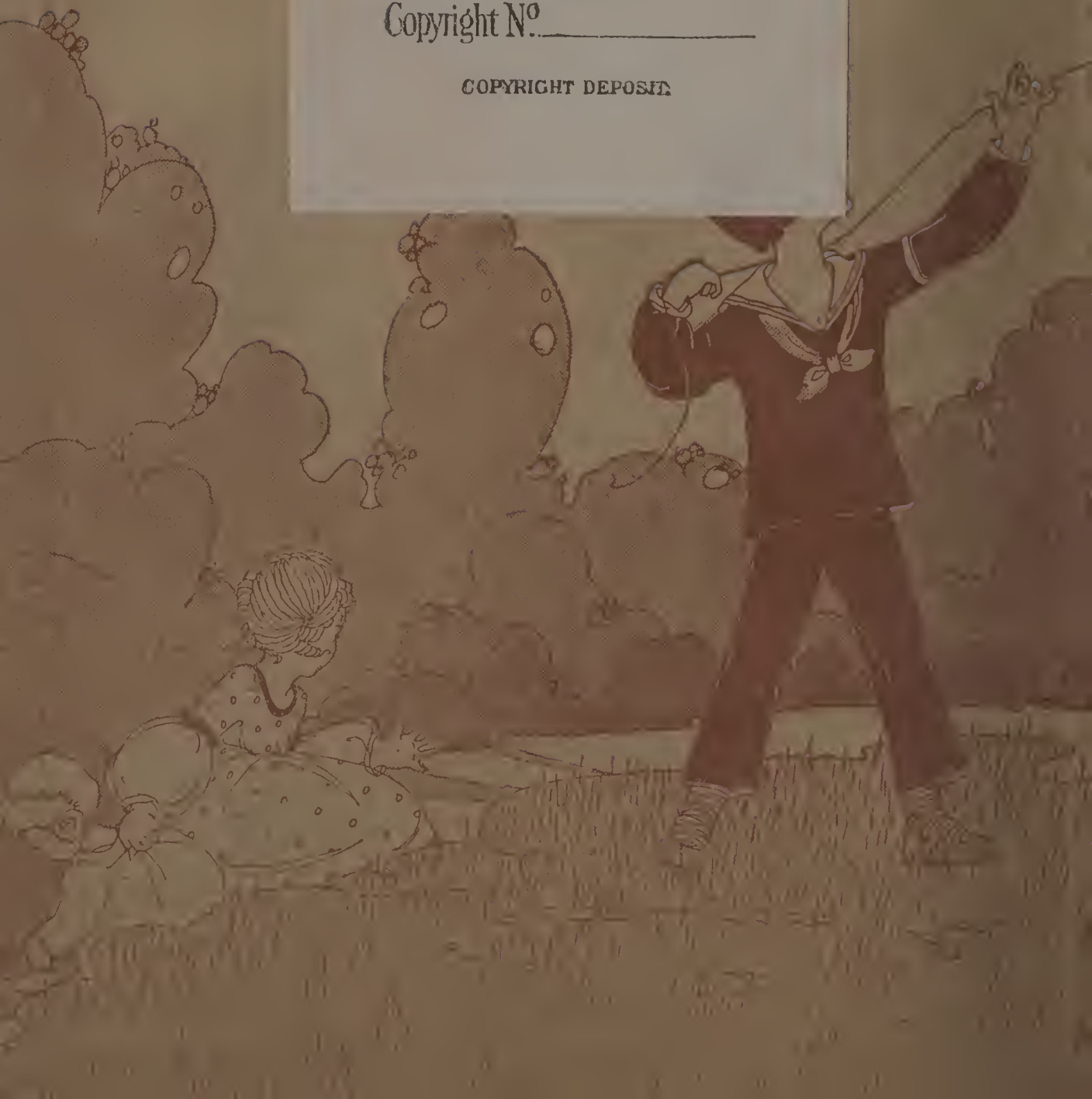



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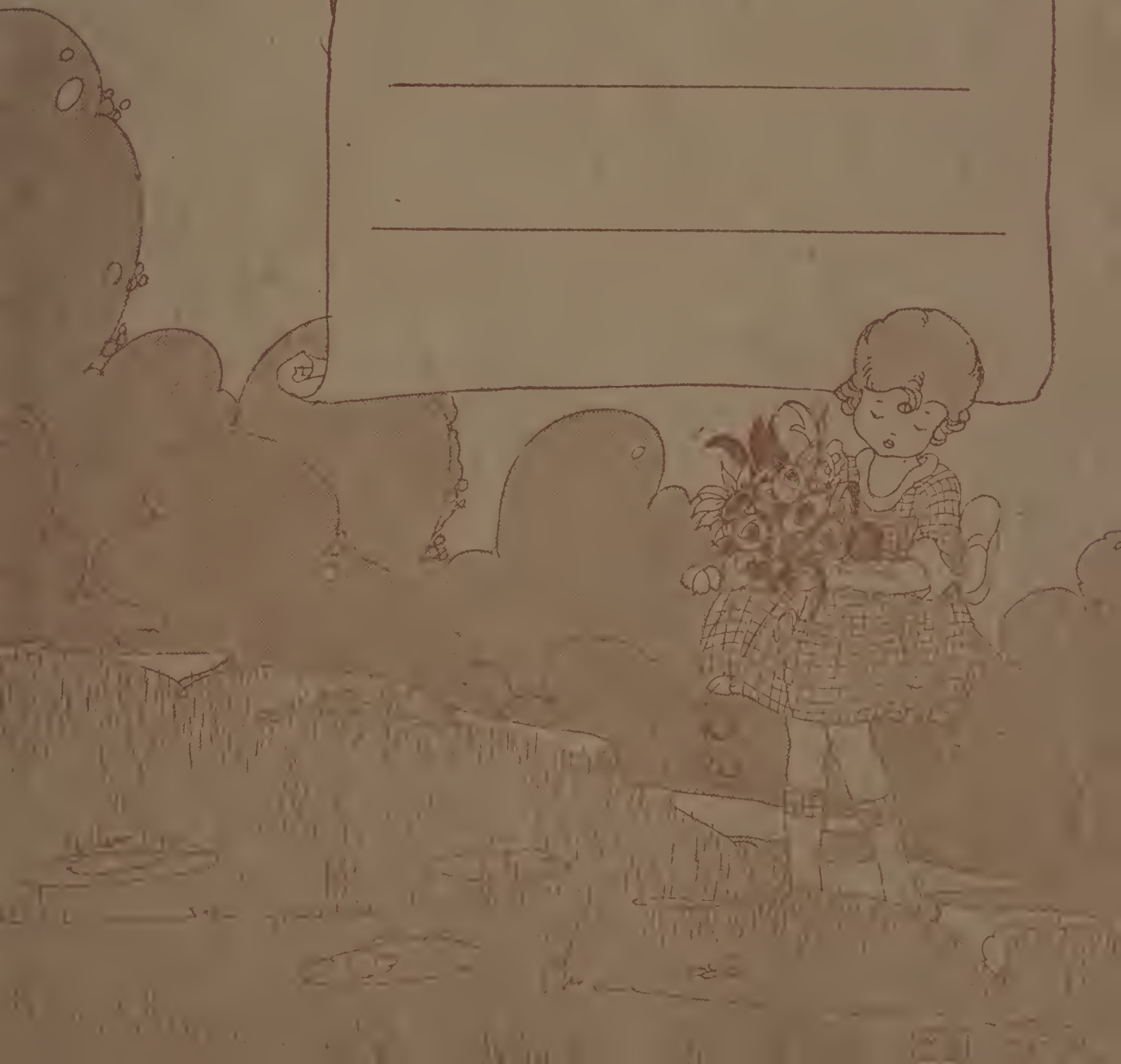
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The Social Twins

STORIES OF LITTLE MEN AND WOMEN WITH
THE CHARM OF FINE MANNERS



Enigma Answer

ETIQUETTE



The Postman Brought The Letters

THE SOCIAL TWINS

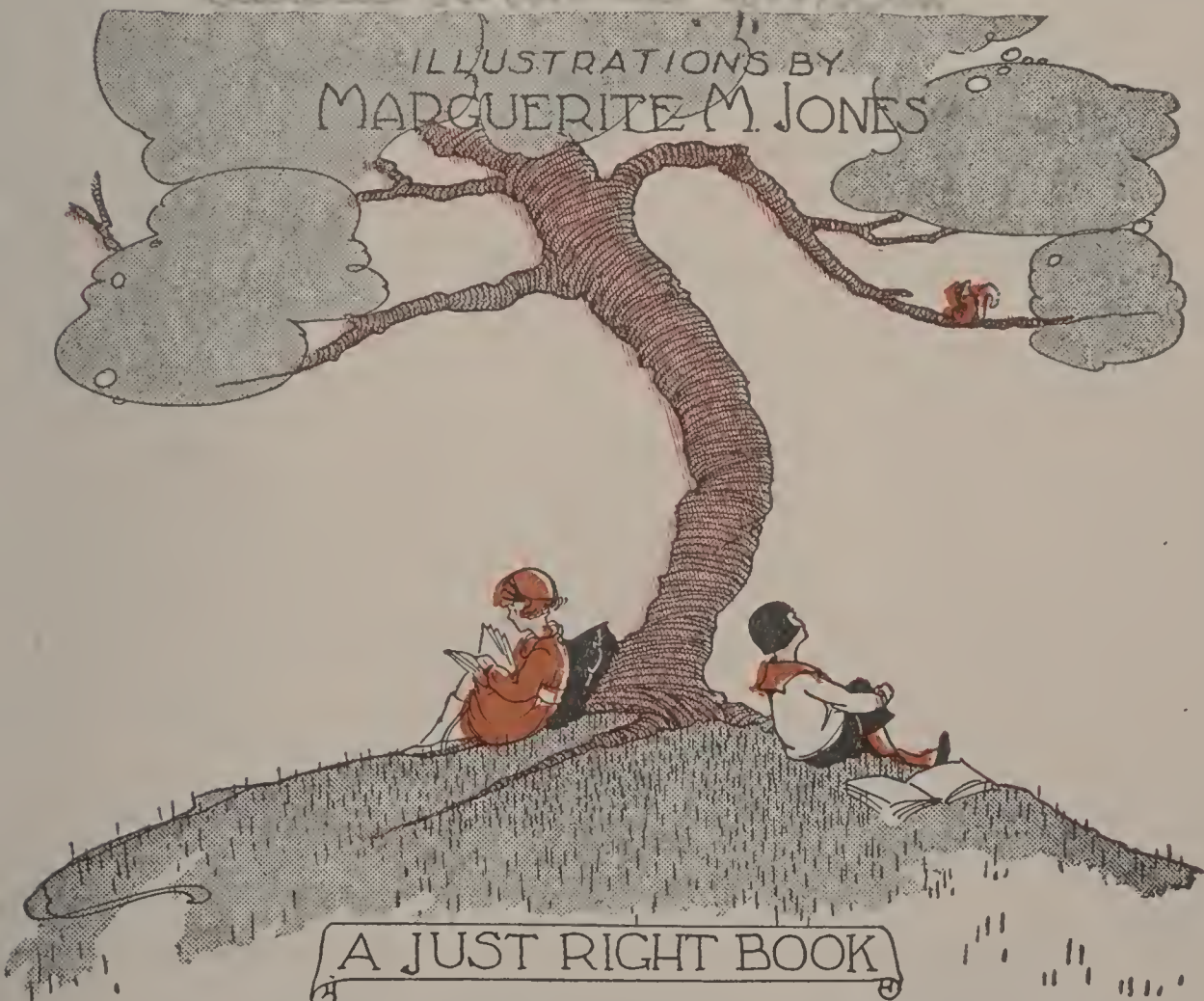
THE DAINTY BOOK OF ETIQUETTE

BY

Caroline Silver June *pseud.*

Laura Norcross Smith

ILLUSTRATIONS BY
MARQUERITE M. JONES



A JUST RIGHT BOOK

ALBERT WHITMAN & COMPANY

CHICAGO - U.S.A.

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JUST RIGHT BOOKS
BY
CAROLINE SILVER JUNE

Fifty Indian Legends

Fifty Fairy Flower Legends

Rosy Face Twins

Fifty Sky Legends

Published by
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Chicago, U. S. A.

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A "JUST RIGHT" BOOK

PUBLISHED IN THE U. S. A.

FOREWORD

Hark to these tales of Etiquette,
Here are many things you will not forget,
The Social Twins go hand in hand,
They are well-mannered you understand,
You will like Miss Welcome for you see,
She is useful in any community,
When you read this book you'll not regret,
That you're learning rules of Etiquette.

Dedication

This little Book is sincerely dedicated in all
appreciation to

JOYCE G. BISBEE

a soul devoted to the enlightenment of her fellow
beings and whose heart for children is always
overflowing for their practical betterment.



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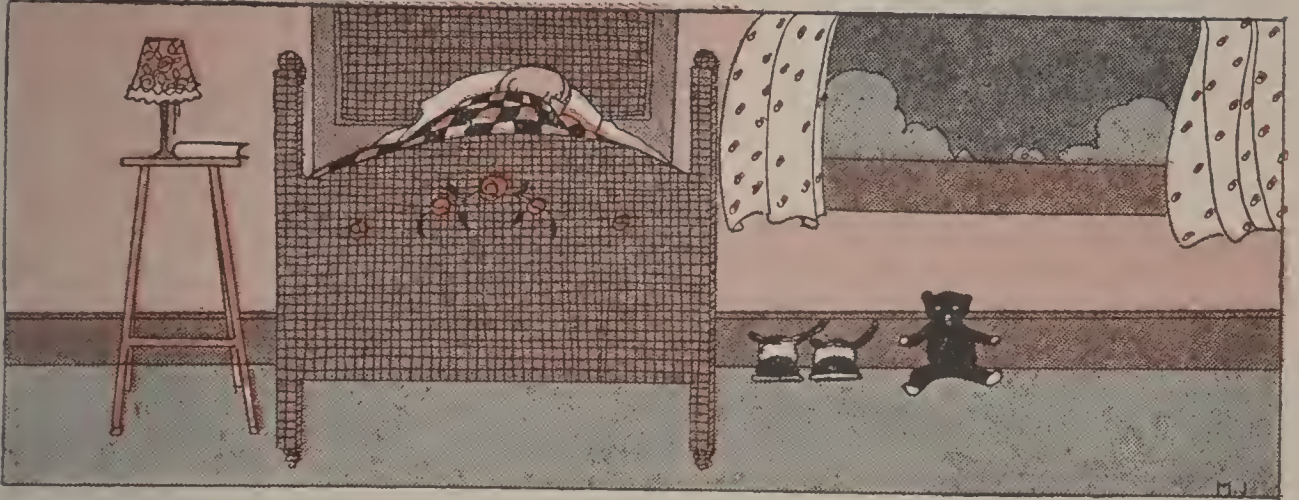
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The Twins Called Out Adieu to Glum and Gay

THE SOCIAL TWINS



Little Wee Girl Lay Fast Asleep

BETSY AND BOBBY

The Social Twins, Betsy and Bobby, peeped into the room where Little Wee Girl lay fast asleep.

Now Little Wee Girl was their sister and they loved her dearly, but such a room as they saw!

Little Wee Girl had dropped her clothes on the floor and there they lay in a heap just as she had stepped out of them. One shoe was hidden under her dress and one was under the bed!

A lamp burned in the room and the window was closed.

My! how close the air was! My! how silly it was to be afraid of the dark, and afraid of fresh air.

When Betsy saw the wash stand she said softly,

“I’d like to lend a helping hand,
And tidy up the old wash stand.”

The bowl was half full of water, the

pitcher was on a chair. The soap was floating in the bowl and the tooth brush was standing in a cup of water!

There was a neat little towel rack,

But to hang there the towels had no knack.

Sad to say, one towel was on the pitcher and one on the floor.

Betsy said, "Let us tidy up her room so she can see how neat it looks in the morning."

Bobby said, "If mother were here she would say that Wee Girl had to wait on herself." So the children stood still, but Betsy went very close to the little head on the pillow and whispered,

“You are not ready for dreamland quite,
’Till you open the window and put out the
light.”

Bobby whispered,

“I’ve seen careless children often before,
But see paper and string upon this floor.”

The children tip-toed out of the room and little Wee Girl dreamed that the Social Twins put her room in order.

When the clock struck six she woke up and rubbed her sleepy eyes. She saw her room in disorder. My! how ashamed she was!

She picked up her clothes and laid them neatly on a chair beside the bed,



Crept Under the Bed after Her Missing Shoe

she even made up a little verse as she crept under the bed after her missing shoe.

“You can be careful of slippers and shoes,
And pick them up neatly if you choose.”

She put out the lamp that was still burning faintly and opened her window. How good the sweet fresh air felt as it blew into the close room!

The little Wee Girl said, "I wish I had left my window open all night. How foolish I am to be afraid of the dark. I do not need a lamp burning."

Next the little Wee Girl tidied up her wash stand and hung up the towels on the rack where they belonged. Then she got dressed and aired her bed and made it up neatly.

She even had time to run the sweeper over her floor before breakfast, singing as she worked,

"The floor should always be neat and clean
To be a careful child I mean."

She was so good-natured at breakfast that Father said:

“I think you must have been having happy dreams.” Little Wee Girl smiled to herself and the Social Twins smiled, too.

When little Wee Girl came home from school that night she found two surprises. One was a stand with a pretty drop-light on it, for they had electric lights put in that day, and the other surprise was a wee book bound in red, a gift from the Social Twins.

The little book was called, “THE ROOM IN ORDER.”

As little Wee Girl had been good all day, and as Mother had returned, when evening came she tucked her in

bed, turned on the new light and said she might read out of the little book for half an hour.

Let us peep over her shoulder and read with her:

THE ROOM IN ORDER.

If the four walls of a room could talk they would say, "We love to see a clean floor and picked up room; we love to feel the fresh air and warm sunshine, and we wish you would air your room every day, and let fresh air in every night.

Do not tack all sorts of cards and banners on the wall for it makes ugly holes to drive in tacks and nails. If

you have a picture moulding you may hang pictures from it by means of a wire, if not, you may set a picture or two on your bureau.

What a comfort it is to see a clean floor! It takes only a few minutes to run a carpet sweeper over it every day and to dust a little.

Every neat child will place clothing folded up on a chair when undressed, and shoes should be placed under the chair where no one will stumble over them if necessary to come into the room in the night.

If you have a wash stand be sure to keep it clean, the pitcher in the bowl,

soap in the soap-dish, and towels on the rack. If you wash in the Bath Room try to keep everything picked up and in its place.

Of course you brush your teeth every night before going to bed.

You do not need a light in the room. You will sleep better in the dark, and there is nothing to be afraid of.

The guardian angels of the night will watch over you after your prayers are said.

Open your window and take long breaths and you are ready for Dream-land.

You should not read in bed except

for a short time as a special privilege.

It is tiresome to hear a child say,
“I cannot find my hair ribbon. I cannot find my handkerchief.”

Keep your bureau picked up outside and inside. Do not drop odds and ends on it, and never leave any hair in your brush or comb. Wash your brush and comb on Saturday in hot water and soda, dry them in the sun.

Inside the bureau drawers have a small box for your handkerchiefs, another for ribbons or neck-ties, etc.

Little Wee Girl said sleepily,

“I’m a little girl but I’ll not forget
These rules of Bed Room Etiquette.”

Just as she was wondering if every room had its rules of order she fell asleep, and she slept with the little book tucked under her pillow.



MISS WELCOME



They Could Go into the Country

The Social Twins were known at home as Betsy Bobbet and Bobby Bobbet. They were so anxious to learn to do the correct thing always that they were glad when Father and Mother corrected them, and they helped other children to learn good manners.

One day when they had been very good Mother promised them they could go into the country and visit



Little Gay

their cousins little Glum and little Gay.

Of course those were not their real names, but the children had received nick-names, unfortunately, long ago and so they were still called “Glum and Gay.”

Father took the children to visit their cousins and as they arrived late in the evening they soon went to bed.



Little Glum

The first thing the Social Twins heard in the morning was a voice calling,

“Good morning, it is time to rise,
Rub the sleep from off your eyes.”

Little Glum turned over to take another nap but Little Gay jumped out of bed as soon as the Twins did, and began to dress at once.

Bobby Bobbet tickled little Glum under the chin so he had to wake in spite of himself, and Bobby said,

“I give little children all fair warning,
The first thing to do is to say ‘Good morning’.”

Little Gay cried “Good morning,” quite gayly and he remembered to say “good morning” at the breakfast table too.

Little Glum frowned as he looked down at his plate and said, “I don’t like oat-meal, I want cakes and syrup.”

Betsy said,

“As children we should try to be good
And never, never complain of our food.”

Then little Glum began to scold about the weather.

He said, "I hate rainy days, can't I stay home to-day?"

Mother laughed and replied,

"When a little girl I was taught,
We are neither sugar nor salt."

The children all laughed and said,
"That means that rain won't hurt us
as it would sugar or salt."

The children all were neatly dressed except little Glum. He had forgotten his neck-tie and Father said quietly,
"You had better be introduced to the shoe-blackening bottle before you start out. Shoes well-blackened are the mark of a gentleman."

Mother said, "It is a good idea to learn some manners at home, and I wish you boys would feed your pets before you go to school."

Little Glum had a pet dog and little Gay a pet canary.

The Twins danced about so light and airy,
And said, "Feed and water your canary."

The children said, "We are glad the Twins are here, they will help us remember many things." They fed their dog and gave him a drink of water, and then the boys had such a hunt for their caps and books that the Social Twins said,



Mother Said: "It Is a Good Idea to Learn Some Manners at Home"

“Of such confusion we never heard,
To us it really seems absurd.”

They told Glum and Gay if they had put their caps on the hat-rack and their books on the table, they would have found them readily in the morning.

The boys had spent so much time they were afraid of being late to school, and started on the run, but Mother called them back to tell her good bye.

The Social Twins called out “adieu,
'Tis thus we say good bye to you.”

The children said, “We wish the Twins had come along to school with us.”

When they got home from school that afternoon they carelessly tossed down their caps and books as usual.

Little Gay went to find Mother to tell her he had come home from school, and to see if she wanted any errands done but little Glum ran right out to play ball with the boys and Mother was worried wondering where he was.

Little Gay found visitors with Mother, but he was in such a hurry that he passed in front of them and even interrupted Mother, who was talking.

Mother said, "Where are your Every Day Manners, little Gay, say

‘Excuse me,’ when passing in front of any one, and by all means do not interrupt.”

Little Gay then shook hands politely with the visitors but selfishly took one of the best chairs in the room, so if another visitor came there would be no good place for her. By and by he went out and came in eating a cookie. Mother at once sent him out for a plate full of cookies and asked him to pass them to her visitors.

He learned,

It is rude to eat before company,

Unless the rest are helped you see.

Little Brag, a neighbor's boy came

in to get a book that had been borrowed from him and not returned. He stood in the middle of the floor attracting attention and bragging about his new watch.

One of the visitors was Miss Welcome, a social worker in the community. She was well liked and tried to help everybody. She told little Gay and little Glum a story that evening, and she brought in their names just for fun. She said,

“Once upon a time two little boys went to Dreamland and met all the borrowed things they had in the house, the borrowed sled stood on end and

made faces at them, the borrowed kite laughed and said,

“We are borrowed things, we never go home. Little Glum, Little Gay, we are glad you’ve come.”

“Then the borrowed things began to give the children a good whipping, crying, ‘This boy forgot to say good morning. This boy forgot to practise. This boy threw his clothing on the floor. Oh, ho! these children have no home manners at all’.”

“How did the story end?” asked the boys in wonder.

Miss Welcome said, “You will have to tell the end of the story yourselves. Can you?”

Next day, at school little Glum and Gay wrote the best papers on Every Day Manners, that were passed in.

As they wrote much the same thing we will peep over their shoulders to see what they wrote.

Every Day Manners.

Every child should rise in the morning the first time he is called, and pick up his room, dress neatly, comb his hair, wash thoroughly and be sure his shoes are blackened.

He should say "Good morning," and try to be pleasant at the breakfast table, and never, never complain of food, or weather or anything about him.

After breakfast every child should have some duties to perform inside the house or out. If he has pets, he should see they have food and water and not be constantly reminded to look after them. If he has errands to do, he should do them promptly.

It will improve any child's Every Day Manners to have a place for his wraps, and books, and toys, and put them all away carefully at night, so they can be quickly found in the morning.

Any child is thoughtless who leaves home without saying good bye.

A good mannered child is on time wherever he goes.

No one admires a child who boasts, brags, or teases.

As soon as a child returns home, he should tell his Mother he has come, and ask if there are any errands to be done. If so, he should do them cheerfully before he goes out to play.

If visitors are present a well-mannered child will stand beside Mother and wait until she asks him to speak.

No matter how hungry you are, you can remember to be polite and Mother will tell you what you may have between meals. It is very thoughtless to bring in a crowd of children and

take them all to the cookie jar without permission. If Mother wants you to treat your friends, she will tell you so.

Every good - mannered child is happy and good through the day and respects the rights of others.

Go to bed the FIRST time you are told, or better still if you have a regular hour set for bed, retire on the stroke of the clock *without being told*.

Miss Welcome read the papers the children wrote and said,

“Dear children, I hope you’ll not forget,
These rules of Every Day Etiquette.”

It took little Glum and Gay some

time to learn to spell the new word
“Etiquette.” Can you spell it with-
out looking on this page?

Little Glum grew happier every day,
And very well-mannered grew Little Gay,
Miss Welcome said, “Far you may roam,
But please remember good manners at
home,”

Bright boys and girls will not regret,
If they learn simple rules of Etiquette,
The Social Twins paused then to say,
“Remember your manners every day!”



VISITING THE PUBLIC LIBRARY

Little Wee Boy and little Wee Girl said to Mother one day "May we go out walking?"

Mother said, "Yes, if the Social Twins will go with you, they always seem to know what to do."

Bobby and Betsy came just then, and said, "Mother we will take care of little Wee Boy and Girl, and perhaps we can teach them something, too."

Bobby looked down at the little Wee children's feet as they started out and remarked,

“Every boy and girl can turn OUT his toes,
And walk properly as I suppose!”

Little Wee Boy and Girl looked down at their feet then, of course, to see if they were walking properly.

Then Betsy looked at the children's arms and remarked,

“Some people like better to walk than ride,
Let your arm hang down loosely at your side.”

Little Wee Boy took little Wee Girl's arm and Bobby said,

“How many times must I repeat,
Don't take arms walking on the street.”

Little Wee Boy said, “Can't I take Wee Girl's arm EVER on the street?”

Betsy said, "Of course you may if she is afraid, or to help her over a crossing, or if it is very dark, but it looks foolish to take a person's arm in the day time."

One of the children nearly ran into a girl who was walking fast because he did not turn out, and Bobby said,

"In this country if you are bright,
You'll remember to turn to the right."

At this very minute, to their surprise they met little Glum and little Gay.

Little Gay spoke pleasantly and raised his hat to the girls, but Glum walked ahead frowning.

Little Wee Girl began to hum and little Wee Boy began to whistle and the Social Twins spoke up at once saying, together,

“If you were in the play-ground ring,
Then you could whistle and you could sing
But it’s not good manners, let us repeat,
To whistle or sing upon the STREET!”

Little Wee Boy and Girl said, “We are glad we have the Social Twins to teach us manners.”

Next, they met little Stranger, a child they had met, but did not remember. She spoke and Bobby whispered,

“This one thing we all can do,
Speak when we are SPOKEN TO.”

The children then hastened to speak to little Stranger, and as they were only going for a pleasure walk asked her to join them.

As they came near the Public Library Betsy said they might go inside to rest awhile, if they would walk in quietly and not talk, for it was not good manners to even *whisper* in a Library unless to ask a necessary question. People in a Library want to be quiet and read, and it is never good manners to disturb any one.

It was in walking up the Library steps that a slight accident happened.

Little Wee Boy had been carrying a closed umbrella in an improper way



It Was in Walking Up the Library Steps

because he knew no better. He had it sticking out under his arm and hit little Stranger as she came up behind him. The umbrella hit her on the forehead and made her cry a little.

Betsy said, "A closed umbrella should be carried at the side, close to the person, so it could never hit any one and when entering a Public Place it must be placed in an umbrella stand.

The boys took off their caps and placed them on the hat rack. Then the children sat down at a table to read.

Some children opposite them nudged each other, pointed to them, and made remarks in whispers.

When they came out of the Library
Bobby said,

“To tell you this is only fair,
It is impolite to stare,
If you make remarks about a stranger
To be ill-mannered you’re in danger.”

The rude little boys and girls were ashamed and told the Twins they would be glad to learn good manners, but no one had ever told them it was rude to stare, and they really meant nothing by it. The Twins gladly introduced them to their own children and went on to say it is not well-mannered to laugh, or make fun of any thing unusual in a person’s dress, speech, or manners.

We should be ready to help any one who is anxious to learn good manners.

Some children have to wear old clothes handed down from brothers or sisters, and they do not always fit or look as well as though bought for them. If you are so fortunate as to have plenty of new clothes, you should be specially kind to poorer children.

It is a sign of good manners to be careful of the feelings of others.

Little Wee Boy dropped some pennies in a beggar's hat and Bobby told him it was a foolish thing to do, unless Father or Mother gave permission. Many people who appeared to be beg-



And Might Not Be Poor at All

gars were mere impostors and might not be poor at all.

He also said that no boy or girl should talk on the street with any one they did not know.

Betsy said, "If any one stops you to ask a street number or simple question, answer quickly and walk on." If you, yourself, are lost, ask a question at a store, or of a policeman.

The children were walking side by side when a lady wished to pass and she said,

"Step in front of each other lad or lass
When any one desires to pass."

Little Wee Boy said, "How much

we have learned on our walk to-day," and little Wee Girl said, "I hope we will grow up well-mannered"; many boys and girls would like to do the correct thing if they only knew how.

By and by they met little Glum and little Gay again.

One was eating peanuts and the other chewing gum.

The Twins said quietly after they had passed by,

"Let us repeat, if we are neat,
We will not eat upon the street."

Little Wee Girl had a cold and was sadly in need of a handkerchief so they stopped at the store and bought one.

Betsy whispered to her,

“Most any child will come to grief,

If she starts out without a handkerchief.”

Little Wee Girl said she would try to remember and she wished she had as many pockets to keep them in, as little Wee Boy had.

When the children got home Little Wee Boy said,

“Dear Twins, we’ll try not to forget

Our rules of proper STREET Etiquette.”

The Twins showed them how to work an Enigma, can you work out the answer?

My first is in end but not in start,
My second is in tin but not in can,
My third is in ink but not in pen,
My fourth is in Queen but not in
King.

My fifth is in up but not in down.
My sixth is in easy but not in hard.
My seventh is in top but not in spin.
My eighth is in tree but not in leaf,
My ninth is in egg but not in chick.

If my whole you practice every day,
You'll be well-mannered in work and play.

See first page for answer.



JOLLY RIDING

The Social Twins said, "Little Glum and Gay
Will you go riding with us to-day?"

Little Glum was not very polite in answering and said he would rather stay at home, but little Gay said, "I thank you for inviting me, I am sure I will enjoy the ride."

Before long, both the children decided to go.

Little Glum waved his hat to attract the attention of the street-car conductor, and little Gay waved his arm.



A Funny Old Man, a Little Lame Boy, and a Girl in Red

The Social Twins remarked that this was quite unnecessary as the conductor was on the watch for people who wanted him to stop, as that was his business. They said that if you merely raise your hand he will know that you want to get aboard his car.

They were standing on the right side of the street facing the direction in which they wanted to go. Soon a car came and they got aboard when it stopped.

The car was very crowded but a gentleman arose and gave Betsy a seat for which she thanked him politely.

Bobby said that the children must

not lean against any one, but should take hold of the door-handle or brace themselves against the front of the car until they could get seats.

Some people got off and they had seats the rest of the way.

A funny old man sat opposite the children. He had a pack much like the one Santa Claus carries. Out of the top of his pack peeped toys, for he was a toy-maker.

It was a great temptation for the children to stare at him. By his side was a little lame boy, and on the other side sat a girl gayly dressed in red, carrying a red parasol.

The Social Twins noticed that Glum and Gay stared hard at the people opposite, and whispered softly to them,

“Good-mannered children have a care,
It is very impolite to stare.”

The children dropped their eyes and only glanced up then as they should, once in a while. Little Glum was thinking he could write a story about street-car passengers telling who they were, and where they were going. Little Gay thought he would like to get off with the toy-maker.

The little girl in red talked noisily to the toy-maker, though she had never seen him before, and when the



The Little Girl in Red Talked Noisily

car stopped suddenly her voice was heard above the voices of the other passengers, as she said, "I love the curly kind, don't you?"

Of course her remark sounded very foolish. She was talking about a curly-haired toy-dog.

Presently the children got off the car and entered a Railway Station.

“Are we going on the train?” asked Glum.

“May I buy peanuts?” asked Gay.

The Twins said, “We must go at once and buy our tickets.”

The Railway Station is not a place for loafers.

Only those who have business there should enter it and little boys and girls should never go there to play.

After the tickets were bought to Mayville they all sat down quietly to wait until their train was called.

Little Gay said, “I have a dime in

my pocket, may I go and buy my peanuts now?"

The Twins said, "We can all eat peanuts at home. No well-mannered child eats in a public place unless he has travelled so far he needs a lunch. Then he will eat quietly and keep scraps off the floor. How would you like to sit in a seat where you saw crumbs or peanut shells? We should all have respect for the rights of others."

Soon the train was called and the children were so excited to think they were going to take a real journey, that they quite forgot themselves, and

talked loud enough to attract the attention of many people.

Bobby and Betsy each spoke to Glum and Gay begging them to lower their voices or keep entirely quiet until they entered the train. Betsy said,

“Remember your manners wherever you go,
Drop your voice and try to speak low.”

The Twins gave the children their own tickets to hold, and told them to watch out and have them ready when the conductor came.

A man came into the train with apples and oranges saying in a sing-song kind of way.

“Apples, oranges, lemon candy,
Chewing gum, you’ll find handy.”

Little Glum and Gay did not ask for anything to eat but they said they felt thirsty all the time.

The Social Twins said it was tiresome to see a child run to the end of the car all the time, for a drink of water, and it was quite unnecessary, for one would not be drinking continually at home.

Bobby thought a long time and then made up a verse that was helpful. He said,

“When you think you’re thirsty don’t tell
a soul,
Just use your power of self-control.”

Little Gay said, “I think we can

get over the idea of *always* wanting a drink."

Little Glum said, "I can think of something else too and forget I am thirsty."

As Mayville was the next station they soon arrived, and went into a store where the Twins were polite to the clerk who came to wait on them. They cautioned little Glum and Gay not to handle things on the counter, or to sample candy without asking permission first.

They carried their purchases with them.

No boy or girl need be ashamed of carrying things.



A Tiny Tin Horse as a Present

Next they went into a toy-store and were surprised to meet the funny old toy-maker who had been with them on the street car. He let the children ride on his new rocking horse and see-saw, and they had a wonderful time.

Little Gay remembered to thank the toy-maker who gave him a tiny tin horse as a present.

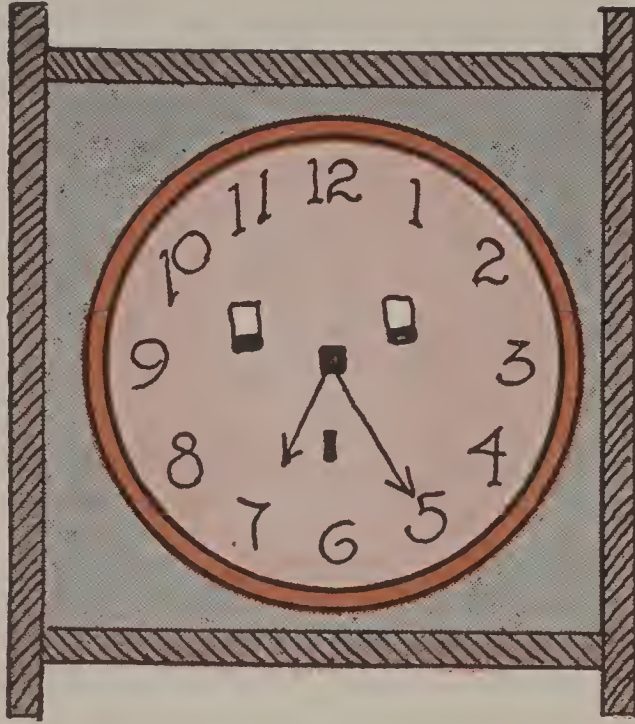
Both the children thanked the Twins for the trip when they got home, and the Social Twins remarked,

“We hope you’ll promise not to forget
Your rules of riding etiquette.”

The Twins were invited in to supper but they said they could not stay, and Little Glum and Gay waved good bye to them.

After supper they tried to write down everything they learned in a little book. They called their story “Manners In Riding.” I am sorry to say they lost their little story next day. Can you close the book and write it for them?





Were Surprised to Hear the Family Clock Say

COURTESY AT SCHOOL

Betsy and Bobby got up one morning early and were surprised to hear the Family Clock say,

“I will help you be on time to school,
But you start TOO EARLY as a rule.”

Miss Welcome who was visiting

them said to the Social Twins, “What did the clock say to you?”

The children repeated the verse and said, “This clock often seems to us to sing a little rhyme instead of its usual ‘tick-tock’.

Miss Welcome said, “The clock is right, do not start to school too early or you will be in the way. I hope when you arrive you will say ‘Good Morning,’ to your teacher.”

The Social Twins begged Miss Welcome to go to school with them and she did so.

She whispered to Betsy to help clean the blackboards and to Bobby to help clean the erasers.

The children were always glad to help the teacher and tried to keep their own desks in order.

Bobby whispered sometimes in school and Miss Welcome called him into the hall and told him it was very ill-mannered to interrupt by whispering when the teacher wanted the room quiet. She said it was also rude to shove your feet in school or make any unnecessary noise.

Bobby really wanted to do the right thing always, so he set himself a task. He wrote twenty times as a copy in his very best handwriting,

“I WILL NOT WHISPER, I WILL BE STILL.”

Now it happened that Betsy had one bad habit and did not realize it. She snapped her fingers at the teacher when she raised her hand and Miss Welcome told her how ill-mannered it was.

The teacher asked Miss Welcome to give the children in her room a talk, and as she noticed bits of paper on the floor, she said,

“Suppose we call this School-Room Town,
As I go walking up and down,
Will every street be clean and neat?
Shall I bow to every one I meet?”

You see she called the aisles streets, and the children looked down at the



He Wrote Twenty Times

floor and picked up the papers they had carelessly dropped, and they all promised to keep the streets in School-Room Town as neat as possible in the future.

Miss Welcome continued,

“Keep your desk in order every day,
To be neat and orderly is the best way,
In every street in School-Room Town,
There’s a motto that’s of great renown,
‘A PLACE FOR EVERYTHING AND
EVERYTHING IN PLACE,’
Come to your seat with a smiling face,
And little children since you ask it
The place for waste paper is in the basket!”

Instead of crushing waste paper in their hands the children in this room

learned to fold their papers neatly, and put them in the waste basket when it was passed. They never left their seats to put paper in the basket or to sharpen pencils.

Miss Welcome said, "In School-Room Town you are not well mannered if you ask often to leave the room, or ask to leave your seat to borrow things. If it is necessary to borrow things be sure to return them. Try to bring two pencils to school so if one breaks you can use the other. Try to attend to everything necessary outside the school room, before school, at noon, or at recess.

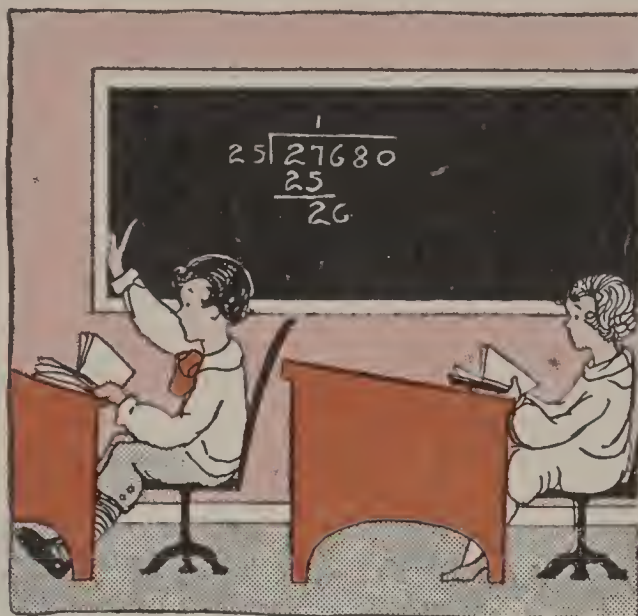
You can restrain yourself usually from asking for a drink of water.

A well-mannered child in school does not ask a great many questions. If you think twice before asking any question you may be able to think out the answer yourself, and you should learn to use a dictionary intelligently.

You can learn to spell a new word every day, you can also learn the meaning of a new word every day, in this way you help to educate yourself.

Do not use slang or bad English in any form.

On the playground it is selfish to break into a game that is already



A Well-Mannered Child in School Does Not Ask a Great Many Questions

started. You cannot always expect to be leader either in a game. Take your turn with the rest and “play fair.”

It is ill-mannered to boast at school about anything.

If you have better clothes or more money to spend than most children

you are fortunate, indeed, and should try to be kind to those less fortunate.

Some children in school are very shy and some have poor eye-sight or physical defects of one kind or another. Instead of teasing you should be thoughtful for them and try to help them overcome their troubles. If sickness keeps a child from school, help him to make up his lessons when he returns.

In the school room kindness and good cheer
Will make you always welcome dear.

The children clapped their hands to show they liked Miss. Welcome's talk and, as she walked home with

the Social Twins, Betsy said, "I learned something about keeping my desk in order."

Bobby said, "I will try always to 'play fair,' on the playground. I have learned that no one has a good opinion of a cheater."

Miss Welcome smiled brightly and said,

Dear children, I hope you'll not forget
Your rules of school-room Etiquette."

Little Reader, what did you learn from this story?



THE GOOD TABLE

The Social Twins were very anxious to have good table-manners so they were happy when Miss Welcome came to make them a real long visit.

She taught them to set a table, putting the plates at each place, with knife at the right, fork at the left, and glass of water at the right, while if they wanted a spoon placed there, she said it should be in front of the plate. She also taught them to set a tray neatly for Mother when she was ill. She told them to always use china that



So They Were Happy When Miss Welcome Came

matched, that is, the plate should match the cup and saucer and so on, and the tray should look as dainty as possible, and they must never, never burn the toast to send up on a tray!

She remarked in her happy way,

“The Social Twins are surely able
To set a tray and set a table.”

When they sat down to breakfast Miss Welcome told of a home she had lately visited where some of the children dropped food on the table.

Bobby said,

“Proper children never should
Be careless enough to drop their food.”

Betsy said, looking very hard at her brother,

“Proper children I’m repeating,
Do not make a noise when eating.”

Miss Welcome remarked,

“You learned some lessons I declare,
But do not sit on the edge of the chair.”

At this, the Twins sat well in their chairs and very straight, and Betsy remarked, “I have seen some children point with their knives and forks and play with their napkin rings!”

Bobby said, “How nice it would be if we could write some rules of good table manners that every child would learn.”

As the Social Twins had very little time at home, and they now had to

wait for their cakes to be cooked, they got out their little blank books, and each suggested something to write and Miss Welcome was glad to help them. When their books were completed they read like this.

The Social Twins want every little boy and girl to learn how to appear at the table.

If you practice good manners at home you will be sure to behave well in company. Wait by your chair when called to the table until all are ready to be seated, and never ask to be helped first, or begin to eat what is on your plate until all are served. Do not ask

to be helped several times with one particular kind of food, and do not complain that you dislike any dish passed you, if you cannot eat it, simply say, "No thank you." Perhaps you do not have a maid to pass the food but have it set on the table. Never complain then of food set in front of you.

Should your toast or muffin be a little burned or any of your food be a little unusual do not call attention to it at the table, but tell mother about it afterward.

Place your napkin in your lap before beginning to eat.

If coffee, cocoa, or soup are served,

be careful not to make a noise and lift the side of the spoon to your mouth. Never sip it from the end of the spoon.

To crumble bread or crackers in your soup, or on your plate is impolite.

It is unpleasant to have any one kick the table leg or hum or whistle at the table.

Unless you have something pleasant to say
Be quiet at the table to-day.

Never mention any ill-feeling at the table. If you have a headache it is not good manners to mention it at the table, it might remind some one else they were not feeling well, and thus take away some one's appetite.

When older people are present be quiet and listen to what they have to say.

Every meal should be cheerful and you can help to make it so.

It is improper to ever put a knife in your mouth, people may have done so before they had forks but we are living as civilized people.

The knife is used for cutting and spreading such things as butter and jelly, and when not in use should rest on the plate. Soft foods are as a rule eaten with the fork.

When the meal is over place your knife and fork side by side on your plate, never crossing each other.

The Social Twins do as you also should,
They keep their mouths closed when eating
food,
And they say that every child is able,
To keep his elbows off the table.”

It is not necessary to spill crumbs on
the floor.

Try to eat all the food on your plate
but never scrape your plate, or wipe
up anything on it, with bread.

Ask politely to be excused from the
table, if you must leave before the rest,
but first fold up your napkin and place
it in the napkin ring and remember,

Proper children never should,
Leave the table EATING food.

The Social Twins improved in their



The Twins Improved Their Manners Every Day

table manners every day and Miss Welcome added to the books they were writing

“We hope that you will not forget
Your rules of Table Etiquette.”

I am sure almost any child can improve in table manners by reading this story carefully.

THE LITTLE WRITERS

One day Grandmother sent the Social Twins a book.

They were so pleased to receive it, they said, "We will write Grandmother a letter at once to acknowledge her present."

They each had their own box of writing paper and envelopes. They addressed the envelope with care, writing each line of the address further to the right.

Mrs. James Brown,

201 Pine Street.

Boston,

Massachusetts.

When Bobby had finished his letter he sealed it at once but Betsy let Mother read her letter, and here it is, every word spelled correctly.

Platteville, Wisconsin,
June 2nd.

Dear Grandmother:

We received the book you sent us and know we will enjoy reading it because the stories look so interesting and we love the pictures. It was kind of you to remember us.

Mother says I am learning to read much better and I got an eighty-eight in Arithmetic last term.

Bobby is one grade ahead of me and he gets higher marks in spelling

than I do, for he is so fond of the dictionary that he tries to learn one new word a day.

We hope you will come to visit us again soon.

Your loving grandchild,

Betsy Bobbet.

The Social Twins found they must put the stamps on their letters on the upper right hand corner of the envelopes. Then, they took their letters to the Post Office to mail them.

Bobby said, "Did you sign your full name?"

"Yes," answered Betsy, "for I have learned that letters sometimes go to the Dead Letter Office, and if the full



They Each Had Their Box of Writing Paper

name and address of the sender are on them, they will come back in the course of time to the sender.”

Bobby said, “I wonder if we will receive any letters today.”

The children did receive two letters and an invitation.

One letter was from Miss Welcome who said, “I hope you answer your letters promptly, and I hope you are careful to answer any questions in the letters you receive. I also hope, if you went to the house party you mentioned, that you wrote a note of thanks to the hostess. I hope too, that you know if you receive a written invitation to a party you must write your reply.

A written invitation is called a “formal invitation.”

The children had an invitation to the home of Glum and Gay, written in their mother’s name of course. It read,

Mrs. H. S. Marche would be pleased to see Miss Betsy Bobbet and Master Bobby Bobbet at home June the fourth, from eight to ten o’clock.

212 Main Street,

Wednesday, June third.

R.S.V.P.

The letters at the end of this formal invitation mean “Reply if you please.”

They stand for French words, and every note containing them must receive a reply.

Betsy studied out how to reply. She wrote,

Miss Betsy Bobbet and Master Bobby Bobbet accept with pleasure Mrs. Marche's kind invitation for the evening of June the fourth.

204 Elm Street,
Thursday, June fourth.

Betsy wondered what they should write if for any reason they could not go to the party.

Bobby said, "I know, we would simply write in the same form that 'we

regret that we cannot accept Mrs. Marche's kind invitation on that date, etc.' "

If we are writing to a person we know very well we may state why we are unable to accept their invitation.

The next day Betsy wanted to send a formal present and so she asked Mother how to word her note. She wrote,

Dear Miss Welcome,

Please accept this remembrance from me with my good wishes.

Your sincere friend,

Betsy Bobbet.

One day Father sent a telegram that

required an answer and Bobby begged to be allowed to write it.

Here is the telegram, often called, for short, "a wire."

New York, June 5th

Mrs. B. E. Bobbet,
204 Elm Street,
Platteville, Wisconsin.

Meet me in Chicago tomorrow
Auditorium Hotel Wire reply.

Burt E. Bobbet.

Mother was glad to think of meeting Father of course, and said, "Well, Bobby, how will you word the reply?" He wrote,

Platteville, Wisconsin
June 5th

Mr. B. E. Bobbet,
Hotel Sheridan,
New York City,
New York.

Glad to meet you tomorrow Aud-
itorium Hotel Chicago All well.

Mrs. B. E. Bobbet.

Mother said the telegram sounded all right and she saw it had only ten words in it, she said that if you sent a message of over ten words it would cost more to send, but she also explained it is sometimes necessary to send long telegrams.

Long telegrams can be sent cheaper at night than in the day and they are called "Night Letters." You can find how many words you are allowed in a Night Letter by inquiring at the nearest telegraph office.

You should be sure to make your message as clear as possible in a telegram.

One day Bobby came in and said, "I do not know how to make out a bill."

He looked in a book and found the correct form and wrote the following:

Mr. John Brown,

Los Robles Ave.

To Bobby Bobbet, Dr.

5 hours' work (cutting kindling) 50 cts.
4 hours' work (raking lawn) - - 40 cts.

Received payment 90 cents

He learned that he must sign his name when he was paid.

The Social Twins wrote a little verse for all children to read.

The Social Twins hope you will not forget
Your rules of Note and Invitation Etiquette.

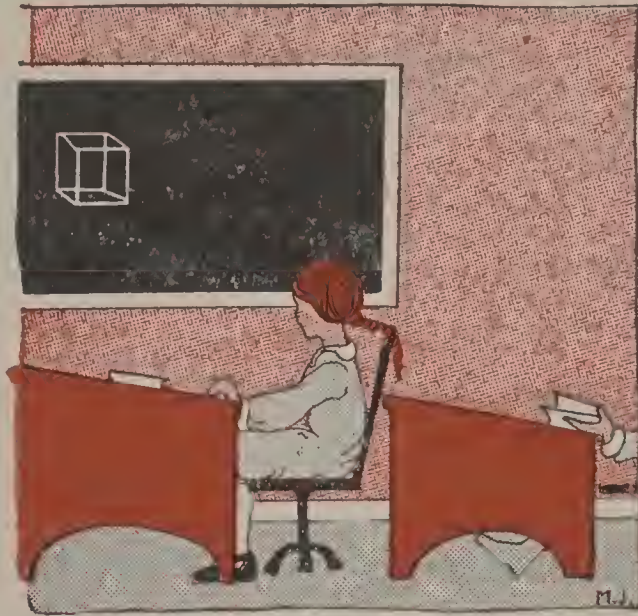
One little boy I know, after reading this story sat down and copied every note in it, and one little girl I know sat down and wrote a letter to grandfather, and both the children said, "We are glad to learn how to do things like this correctly."

These two children made up a little
verse that read,

“We’re glad the Social Twins we met,
With all their rules of Etiquette.”



THE "REMEMBER" BOOKLETS

*To Write a Little Booklet*

The Social Twins said they would write a little booklet on various kinds of politeness.

They whispered together about it, and Mother said, "Never whisper before others, speak out loud what you have to say."

The Twins each said, "Excuse us, Mother, we will make a note about whispering in our little booklets, for we are truly trying to be polite."

The children made their own booklets of brown wrapping paper and covers of wall paper. They cut out letters to spell the words "General Etiquette" and pasted the letters on the outside of their booklets.

After much thinking and many corrections their little booklets read like this.

1. Self-Control.

Children can do whatever they have to do. We can all develop courage.

If a boy finds it necessary to go to the dentist, he can go alone, make his appointment, and return at the correct hour. The dentist understands his business and will never hurt you more than necessary, and besides that, he admires a brave child. You can sit quietly in his chair and try to think of the courage exercised by young Indians when put to various tests before they become chiefs. You have as much courage as the savages!

If you have to be vaccinated you need have no fear. You will truly feel little more than a pin prick on your arm. You have often hurt yourself

more than that, and said nothing about it.

Do not whine or scold, but show you are the master of yourself and can do what is required of you.

You are naturally in a hurry to find Mother when you enter the house. Do not call "Mother! Mother!" but go and find her, then be sure you are not interrupting her or taking her from important duties before you speak. Never enter Mother's own room without knocking.

Learn to take some responsibilities.

If you have a bird or animal to care for, do so without being told. If you



Do Not Cry When Disappointed

have piano practising to do, attend to it yourself. Your parents do enough when they pay for your lessons and it is tiresome for them to remind you to practise.

BE DEPENDABLE.

Keep appointments and always keep your word.

Try always to be on time. Do not go to church or school or the theatre late.

Do not cry when disappointed, you can learn to keep some of your feelings to yourself.

Do not correct older people when they make mistakes in grammar, the chances are that they know better, but like you, are a little careless sometimes.

If you know one of your age makes a wrong statement do not say, "It is not so," say politely instead, "I think it was the other way," and explain patiently why you hold your opinion.

You would be glad to have a person patient with you if you made a mistake.



Try Always to Be On Time

2. Self-Improvement.

Every boy and girl should be particular about their person, bathing all over at least once a week, and being careful never to wear soiled or torn clothing. Any child can remember also to keep his shoes blacked if there is a blacking bottle in the house.

The hands should always be washed before eating and great care taken of the teeth to keep them clean.

Have your own tooth brush. Do not say as one child did, "I could not get the tooth brush, my brother was using it."

Do not make any fuss in using a handkerchief. If you must be noisy step out of the room.

We can all learn to avoid unhealthy food, eat slowly, and drink plenty of pure water.

We can learn to use good language by listening to others and by reading good books.

We should avoid slang and use good English at all times.

Boys should remember the caution "Ladies first," and we all can be respectful to our elders.

We should address older people as Miss, Mrs., or Cousin as the case may

be, and never call them by their first names.

The younger we are when we learn to adapt ourselves to circumstances the happier we will be.

If it rains on Saturday and we cannot play out doors we can play inside. Cultivate good nature and try to make other people happy.

You should find it a pleasure to take a book or bunch of flowers to a sick person, to give some poor animal a drink of water, or provide a feast of crumbs for the birds.

We can all learn courtesy and consideration for others.

Here is a good motto for us,

“The greater man, the greater courtesy.”

The Twins finished their writing and rose from the sofa to greet Miss Welcome. She read what they had written and said the children had done so well that she believed Mother would be willing for them to have a treat, so they all went out and made lemonade and Mother said that the cookie-jar was full!

Soon they all came back into the room where Mother and Father sat.

They carried the glasses on a tray and the pitcher of lemonade carefully by hand.

Betsy carried the cookies on a tray too, and Bobby said, "I almost forgot the napkins!"

After a pleasant visit Miss Welcome bade the family good bye and said, smiling,

"I hope that you will not forget,
Your rules of General Etiquette."

The Twins followed her to the door and asked her to visit them soon again for they had grown very fond of her.

That night as the Social Twins lay in their little beds side by side, Betsy said sleepily,

"Brother dear good night, good night
I hope you'll always be polite."

Bobby replied,



Good Manners Every Day To Learn

“Good night, dear sister, now I say,
We’ll practise manners every day.”

A little girl reading the story about
the Social Twins said,

“They’re the finest children I ever met,
I’ll practise their rules of Etiquette,
And help other children I meet in turn,
Good manners every day to learn,
Any child will not regret
That he learned rules of Etiquette,
If you’re polite in work and play,
You’ll be well-mannered every day.

(Finis)

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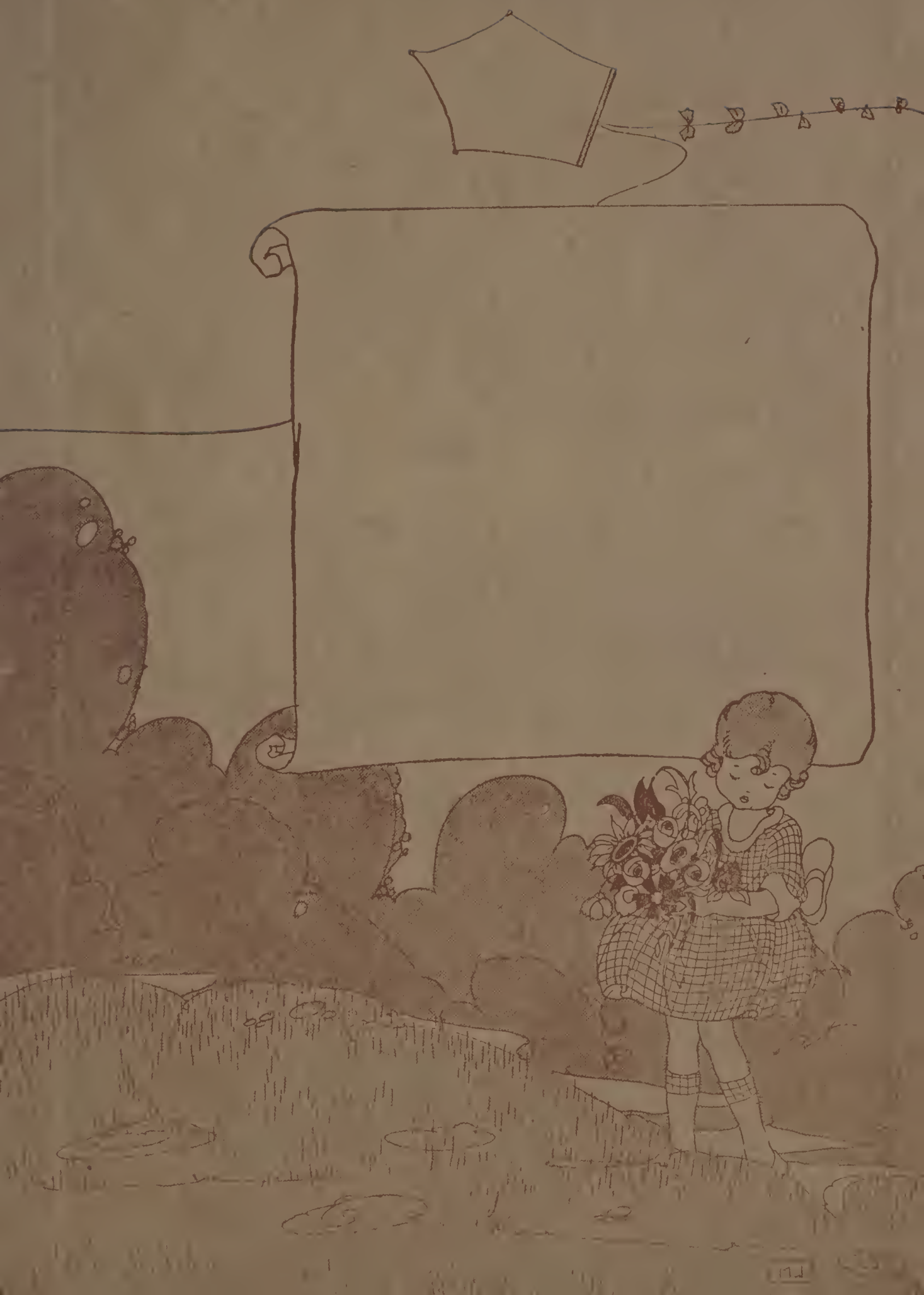
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